



THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

4/12/07

OBSERVATORY PROGRAM SUPERVISOR, 6216

**Summary of Duties:** The Observatory Program Supervisor manages all systems for use and public operation of Griffith Observatory's Samuel Oschin Planetarium and Leonard Nimoy Event Horizon theaters and assists in planning, developing, implementing, and evaluating technical and educational planetarium shows, and all other public presentations and programs in astronomy at the Griffith Observatory; assigns, reviews, and evaluates the work of subordinates; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** An Observatory Program Supervisor supports the Observatory's mission of public outreach and education about astronomy and related sciences by developing and implementing creative and exciting educational programs, for both children and adults, utilizing the Samuel Oschin Planetarium theater, the Leonard Nimoy Event Horizon theater, the telescope and coelostat, the exhibits, and all other tools, facilities, and resources of the Griffith Observatory. This class is distinguished from the class of Observatory Director in that the latter has primary responsibility for planning, directing and managing all observatory operations programs and business activities. It is distinguished from the Curator of Griffith Observatory in that the latter is responsible for overseeing the development and production of all exhibits and presentations in the Observatory. Incumbents in the class of Observatory Program Supervisor, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

### Examples of Duties:

- Participates in the development, implementation, and evaluation of planetarium shows;
- Assists in or has lead responsibility in planning, developing, implementing, and evaluating innovative, creative, and effective educational programming for children, teachers, and adults at the Observatory;
- Operates and trains others to operate, all presentation equipment in the Samuel Oschin Planetarium theater, including but not limited to: Bowen master theater control systems, sound, lights, lifts, and specialized equipment (e.g. Zeiss Universarium and digital laser projection system);
- Works with or supervises professional staff and/or consultants that plan, develop and implement planetarium shows and other programs for both children and adults on Griffith Observatory grounds and within the community;
- Presents and coordinates live planetarium shows and other presentations that interpret astronomy and the sky;
- Attends and participates in activities of the international planetarium community;
- Answers questions from the media and the public on astronomical and programming events;
- Works closely with all divisions, volunteers, and the Friends of the Observatory (FOTO) to promote and coordinate Griffith Observatory planetarium shows and other educational programming;

- Assist in keeping the Observatory current on technical and creative trends, concepts, and methods in planetariums and show production;
- May research and write technical manuals, reports, and articles on a variety of astronomical topics;
- May maintain the collections inventory for Griffith Observatory;
- Communicates equal employment opportunity/affirmative action information to employees;
- Applies job related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program; and
- May be occasionally assigned other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** The incumbent must have the following knowledges, abilities, and skills:

**Knowledge of:**

- Procedures, policies, aims, problems, and services of planetarium programs;
- Theories, principles, facts, and discoveries in the field of astronomy and related physical sciences;
- Supervisory principles and practices including planning, delegating and controlling the work of subordinates;
- Various software programs, particularly as related to planetarium programming, astronomical programming and other theater systems;
- Interpersonal and professional skills necessary to establish and maintain strong working relationships with a wide variety of other Observatory divisions, staff members, volunteers, community organizations, and individuals;
- Techniques of training, instructing, and evaluation of subordinates' work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity;
- Memoranda of understanding as they apply to subordinate personnel;
- City personnel rules, policies and procedures; and
- Effective safety principles and practices.

**Ability to:**

- Plan, develop, and administer programs of lectures, exhibit interpretation, and publications;
- Supervise a staff in the development and operation of planetarium, theater, exhibit, and presentation technology for all astronomical and educational programming;
- Operate and trouble-shoot telescopes and other planetarium presentation equipment and explain their usage to others;
- Learn and operate complex computer systems and equipment which control projectors, sound, lighting, and all presentation equipment in the Samuel Oschin Planetarium theater;
- Understand and use a wide variety of software programs, particularly as related to planetarium, exhibit, astronomical, and educational programming;

- Communicate orally and in writing to technical and lay-persons not familiar with Observatory terminology;
- Speak to the public and interpret scientific subjects to various types of audiences;
- Deal tactfully and effectively with the public and various community groups;
- Establish and maintain a work environment to enhance both employee morale and productivity.

**Minimum Requirements:**

1. Graduation from a recognized four-year college or university with a major in Astronomy, Physics, or Planetarium Science; and
2. Three years of full-time paid professional experience working in a production capacity developing and administering presentations or exhibits at an observatory, science museum, or related facility involved in developing and implementing astronomy and physical science exhibits.

**License:**

A valid California class "C" driver's license may be required prior to appointment

**Physical Requirements:** Strength to perform average lifting up to 15 pounds maximum and occasionally over 25 pounds; good speaking and hearing ability.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**